



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF CORRECTIONS

March 22, 2016

Michael Pipe, Commissioner  
Centre County Board of Inspectors, Chairperson  
Willowbank Office Building  
420 Holmes Street  
Bellefonte, PA 16823

Dear Commissioner Pipe:

Congratulations are in order as the Centre County Correctional Facility has earned full compliance during the 2016 inspection period. Warden Richard C. Smith and the Centre County Correctional Facility staff deserve credit for their efforts in operating this facility in accordance with statewide correctional standards. There are no deficiencies or citations to report.

The Pennsylvania Department of Corrections, Office of County Inspections and Services, Thomas E. Greishaw conducted the inspection of the Centre County Correctional Facility on March 15, 2016. The results of the inspection show that the facility has achieved full compliance with Title 37, Chapter 95 County Correctional Institutions, Administrative Standards, Regulations, and Facilities. Staff commitment to compliance is evident throughout the facility allowing the facility to maintain an audit-ready status. Staff at the Centre County Correctional facility should be proud of their accomplishments and are encouraged to maintain this level of compliance.

Receiving full compliance is a distinction that is earned when a facility and staff have met or exceeded Title 37, Chapter 95 expectations. Due to this achievement, the Centre County Correctional Facility is exempt from the normal one-year inspection cycle. As such, the next inspection cycle for this facility will be 2018.

As the Executive Deputy Secretary, I extend my congratulations and gratitude to all involved for their outstanding inspection results and a job well done.

Please contact my office with any questions regarding this report.

Sincerely,

A handwritten signature in black ink, appearing to read "Shirley Moore Smeal".

Shirley Moore Smeal  
Executive Deputy Secretary

Enclosure (1)

cc: Warden Richard C. Smith  
Press Office  
File



March 16, 2016

Warden Richard C. Smith  
Centre County Correctional Facility  
700 Rishel Hill Road  
Bellefonte, PA 16823-8440  
(Sent via email)

RE: Preliminary Findings of Title 37, Chapter 95 Inspection

Dear Warden Smith:

On March 15, 2016, the required Title 37, Chapter 95 inspection of the Centre County Correctional Facility was conducted. These inspections consist of a review of local written policies/procedures, support documentation and an inspection of the physical plant of the facility, for compliance with each of the required legislative standards.

In accordance with Title 37 §95.220.b. (3), the Department's Inspector will issue the preliminary findings of the inspection to the county prison Administrator and the governing county prison authority. All observations were adequately addressed on the date of inspection. No concerns requiring a plan of action were identified during this inspection. The overall operations and condition of the Centre County Correctional Facility exceed the minimum requirements of Title 37, Chapter 95. The information gathered during the inspection will be used to compile the 2016 full compliance inspection report for your facility.

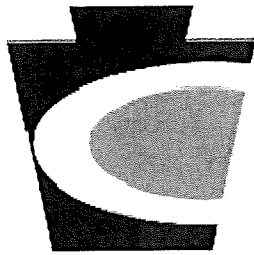
Should you have any questions, please contact the Office of County Inspections and Services for assistance.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Greishaw', written over a horizontal line.

Thomas E. Greishaw  
Director, Office of County Inspections and Services

cc: Commissioner Michael Pipe, Chairperson, Centre County Board of Inspectors  
File



# **pennsylvania**

## **DEPARTMENT OF CORRECTIONS**

### **OFFICE OF COUNTY INSPECTIONS AND SERVICES**

#### **PA CODE TITLE 37, CHAPTER 95 STANDARDS COMPLIANCE INSPECTION**

### **CENTRE COUNTY CORRECTIONAL FACILITY**

Inspection Date: March 15, 2016  
Report Date: March 28, 2016

Inspection Team  
Thomas Greishaw, Director

Pennsylvania Department of Corrections  
1920 Technology Parkway  
Mechanicsburg, PA 17050

Phone / fax / email  
717-728-4057 / 717-728-4180 / RA-CROFFICEOFCOUNTYI@pa.gov

*Authority under which this inspection was conducted: Act 95 of October 27, 2010, P.L. 931, § 5 (61 Pa.C.S. § 1105);  
37 PA CODE § 95.220 et seq.*

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## *Centre County Correctional Facility 2016 Inspection Report*

### **A. Introduction**

Director Thomas Greishaw conducted the review of policies/procedures and support documentation in advance of the inspection date through collaboration with the facility's Administration. The physical plant inspection of the Centre County Correctional Facility was conducted on March 15, 2016.

### **B. Facility Demographics**

Centre County Correctional Facility

Approved Bed Capacity: 397

Actual In-House Population (at time of inspection): 267 / Males: 207 / Females: 60

Temporary Emergency Beds (at time of inspection): 4 / Males: 0 / Females: 4

Average Daily Population for the last 6 months: 259

\*NOTE: The four females were only placed in temporarily housing until the completion of a finite period during a renovation project on the female housing unit.

Administrative Staff: 3	Authorized: 3
Line Supervisor Staff: 7	Authorized: 9
Full-time Line Staff: 63	Authorized: 65
Part-time Line Staff: 12	Authorized: 16
Treatment Supervisor Staff: 2	Authorized: 2
Full-time Treatment Staff: 12	Authorized: 13
Part-time Treatment Staff: 10	Authorized: 11
Support Staff Supervisors: 2	Authorized: 2
Full-time Support Staff: 9	Authorized: 11
Part-time Support Staff: 0	Authorized: 0

### **C. Facility Description**

The Centre County Correctional Facility (CCCF) is located at 700 Rishel Hill Road, Bellefonte, PA 16823. The facility opened in 2005 and houses both male and female adult offenders. The facility houses inmates that are pre-trial county offenders or county offenders sentenced to a maximum of two years. The facility is contracted to house United States (US) Immigration detainees, pre-trial US Marshall inmates, and Pennsylvania Department of Corrections inmates. The building is a single block and steel structure comprised of eight male housing units and one female housing unit. The vehicle sally port can accommodate up to six vehicles. Recreational areas consist of individual urban recreation yards attached to each housing unit.

The Centre County Correctional Facility is overseen by the Centre County Board of Inspectors.

### **D. The Inspection Process**

#### **1. Entrance Interview**

The entrance interview was conducted in the administration area conference room with Warden Richard C. Smith, Deputy Warden Melanie Gordon, Deputy Warden Joseph Koleno, and Director of Treatment Services Jeffrey Hite. Director Greishaw discussed

## *Centre County Correctional Facility 2016 Inspection Report*

what was to be expected during the inspection process and that the goal was to be helpful and non-intrusive.

### 2. Examination of Policy

The Inspector conducted the policy review prior to the physical inspection of the facility. During the review of policy/procedure the Inspector noted several standards that did not meet Title 37, Chapter 95 compliance for written local policy requirements. The Centre County Correctional Facility Administration corrected all identified policy/procedure revisions for compliance with Title 37, Chapter 95 standards by the date of this report.

The Inspector reviewed support documentation prior to the physical inspection of the facility and on the date of inspection. Most support documentation met or exceeded the minimum requirements of Title 37, Chapter 95.

### 3. Facility Tour

Areas Visited	Cell Totals	Bed Totals
A-1	20	40
A-2	20	38
A-3	20	40
A-4 (female)	20	39
B-1	28	56
B-2	28	56
C-1	Dorm / 9 rooms	49
C-2	Dorm / 9 rooms	49
C-3	Dorm / 6 rooms	30
Medical Isolation	1	1
Intake Holding	3	3
Intake Group	1	10
Central Booking	2	2
Armory/Muster Room		
Control Center		
Dietary		
Maintenance		
Medical		
Property Storage		
Recreation Areas		
Sally Port		
Treatment/Education		

### 4. Conditions of Confinement / Quality of Life

During the physical inspection of the facility, the Inspector observed that the overall conditions of confinement and quality of life were consistent with Title 37, Chapter 95 requirements. The housing and support areas were clean and maintained in conditions that exceeded expectations for the age of the facility.

## **E. Areas Reviewed**

The Inspector evaluated the conditions and operations at the facility as they pertain to Title 37, Chapter 95.

### **1. Personnel**

The Centre County Correctional Facility requires that all full-time employees complete the Centre County Correctional Facility Basic Training Academy, approved by the Pennsylvania Department of Corrections, or are sent to a training academy approved by the Pennsylvania Department of Corrections Elizabethtown Training Academy within one year of full-time status. Additionally, the Centre County Correctional Facility requires all part-time correctional employees to complete an approved basic training program. The facility orientation training outlines the required topics to include an overview of Title 37, use of force, prohibition on seeking and dispensing of favors to and from the inmate population, and instructions in the facility's code of conduct and ethics. Orientation and basic training cover the required subjects in accordance with Title 37, Chapter 95.

The annual training schedules and documentation of training recorded in the employees' personnel files were observed. Annual training is being provided that satisfies Title 37, Chapter 95 yearly requirements for specific subject matter.

The annual reviews of the Personnel Manual and associated documentation requirements were observed. The policies for Drug Free Work Place and Sexual Harassment/Misconduct were reviewed and are in compliance with Title 37, Chapter 95.

### **2. Admission and Release**

The written local policy/procedures describe an admission process that includes the verification of commitment under legal authority and completeness of paperwork. The policy directs that inmates may not be admitted when they are in need of medical treatment beyond what the facility could provide. Admission procedures were adequate relating to inmate searches for contraband, property disposition, notification, medical assessment, personal hygiene, and to ensure all basic personal information is obtained for identification and classification purposes. Inmates receive a copy of the inmate rules and can notify a relative of their location. If non-United States citizens are detained, the detainee shall be informed of the right to have the consular officials notified. The Centre County Correctional Facility admission policy, procedures, and documentation meet the requirements of Title 37, Chapter 95.

The policy/procedures direct that before an inmate is released, proper legal authority and completeness of paperwork shall be verified with the identification of the inmate. During the release process a review is conducted of the inmate's file for detainers, disposition of facility and personal property, information exchange, medication supply and instructions, and completion of victim notification. Inmate release paperwork is reviewed by the records department. Inmate release documentation was reviewed by the Inspector and is in

compliance with Title 37, Chapter 95.

### 3. Orientation

The written local policy identified the inmate orientation process being provided within the minimum requirement of 14 days per Title 37, Chapter 95. The inmate receives a copy of the Inmate Handbook during admission. All illiterate and non-English speaking inmates are provided assistance if needed. The delivery of orientation and provided Inmate Handbook are documented in the inmate's file.

The policy identifies the grievance process to include the method for submitting a grievance, staff responsible for responding to grievances, written record of grievances, at least one level of appeal, and timeframes for responses and appeals. Policy permits every inmate to make a request or submit a grievance to the facility administrator, judiciary, or other proper authority without censorship. Grievance documentation was observed to be in compliance with written local policy and Title 37, Chapter 95 requirements.

### 4. Inmate Rules / Staff Procedure

The Inspector reviewed written local policies applicable to inmate rules and determined that they presented adequate direction for ensuring the security, control, safety, consequences for unacceptable behavior and orderly administration of the facility. The policy identifies the procedures for the implementation of new and revised information for staff and inmates. The policies for fire, escape, and riot were observed. These policies and procedures direct staff on actions to be performed in a given duty assignment or duty post in these situations. The inmate rules, staff procedures, and annual review were observed by the Inspector and found to be in compliance with Title 37, Chapter 95.

### 5. Classification

The written local policy identifies the classification process, appeals process, review mechanism and procedure for reclassification. An initial classification is conducted upon completion of the commitment intake/booking process. Variables considered for primary classification include: security risk, behavior, gender, inmates requiring disciplinary detention, inmates requiring administrative segregation, potentially suicidal inmates, and inmates with mental or physical disabilities. Each inmate is evaluated in terms of his/her need for special housing assignment.

Initial information is gathered from the inmate and is entered electronically in the automated Global Tel\*Link Offender Management System that produces actuarial assessment scores. The inmate's information is reviewed to ensure treatment assessment needs are met, health care screening is completed, and initial issued items have been received. The Inspector reviewed the Classification Policy which met all requirements of Title 37, Chapter 95.



## 6. Housing

The written local policy includes procedures for an inmate requiring segregation from general population due to a medical condition, mental illness or contagious disease concerns. Inmates who display special needs during the intake booking/classification process are communicated through security, medical, and classification staff for diversion to housing appropriate to their need where available.

Climate conditions, floor space, heating, ventilation, lighting, bathing/toilet areas, and housekeeping in the housing units were observed by the Inspector during the physical inspection. The housing units were clean, quiet, and orderly. Cell content was minimal and cells were clean. Temperature and airflow appeared to be adequate. Showers were clean and maintained. The housing areas toured each had ample access to individual urban yards.

## 7. Clothing

The written local policy identifies the issued items that inmates receive upon commitment, procedures on possession of personal effects, and how personal items would be stored. The property room for inmate personal items was clean and well organized. Clothing worn initially upon admission is inventoried and stored in the Property Storage Room in a sanitary manner. The facility does not allow inmates to possess personal clothing or footwear. The work release inmates are permitted to dress in their personal clothing during authorized periods outside of the building. The inmates' clothing appeared to be clean and in satisfactory condition.

## 8. Bedding

The written local policy identifies the required issued bedding items consistent with Title 37, Chapter 95. Sleeping surfaces must be a minimum 12 inches off the floor with fire retardant and waterproof covers in areas approved for residential occupancy. Sanitization of bedding items is required. There was sufficient bedding for the population. Pillows, mattresses, sheets, and blankets were clean and in satisfactory condition. Bedding items are laundered weekly. There is a process in place to ensure compliance with the movement of inmates every 30 days from temporary bedding when in use. The Inspector observed on the date of inspection that four females were placed in the Intake area under temporary house until the completion of a finite period during a renovation project on the female housing unit. The conditions were adequate under the requirements of Title 37, Chapter 95.

## 9. Food Services

The written local policy includes direction regarding menu requirements, sanitation of food preparation areas, food service staff training, use of gloves/hairnets, accountability of culinary equipment, food service staff/inmate medical clearances, cleaning/rinsing of eating and drinking utensils, use of compartmented trays, and food being served at the proper temperature.

## *Centre County Correctional Facility 2016 Inspection Report*

The Centre County food service department is operated by Centre County Correctional Facility staff. The food service area was clean and orderly, with all required temperatures for food items, dishwashers, walk-in refrigerators and freezers being recorded. Menus are reviewed and signed-off by a registered dietitian and the Warden. Special diets and religious meals are adequately provided.

All inventories for culinary items, cutlery, cleaning equipment, and chemicals were observed. The cutlery was appropriately documented as being checked out and in to control use at all times. Required ServSafe training certifications and medical clearance documentation for staff and inmate workers were observed. Stored foods were covered and dated to assure freshness, to prevent spoilage, and damage from insects and rodents. The food service documentation for tool inventories, temperature logs, and inmate worker orientations were in compliance with Title 37, Chapter 95.

### 10. Personal Hygiene

The written local policy and the Inmate Handbook outline the procedures for the inmates to maintain their personal hygiene. The policy identified the means for inmates to obtain clean clothing weekly. The overall appearance of the inmates was good. Inmates that are determined to be indigent are provided items to maintain proper hygiene. All inmates are required to maintain a minimal level of personal cleanliness and are provided the means to do so. The Inspector observed the laundry schedule and the facility laundry room.

### 11. Medical / Health Services

The Centre County Correctional Facility medical services, to include mental health and dental, are contracted with PrimeCare Incorporated. The facility and PrimeCare policy/procedures for operational direction of the medical department are in compliance with Title 37, Chapter 95 requirements.

The Inspector observed the required annual medical report. Inmate medical records were observed to ensure that the inmates are being seen by medical within 24 hours of commitment for an initial health risk assessment, and a physical is conducted within 14 days. Policy describes procedures for routine screening pertaining to infectious disease, acute illness and suicide risk. The medical area was inspected for accountability and storage of medical equipment, syringes, and management of pharmaceuticals.

Inmates can request medical or dental care through the Inmate Request process. The Inspector observed the documentation for the required annual Suicide Prevention training, and staff are Basic First Aid and Cardiopulmonary Resuscitation (CPR) certified as required by Title 37, Chapter 95.

### 12. Visiting

The written local policy and the Inmate Handbook describe the procedures for regular, official, attorney, and clergy visits. The policy identified visiting procedures, the availability of contact/non-contact visits, the visitor approval process, the frequency/duration of visits,

and all restrictions that may be placed on visits. The procedures were posted in the main lobby and on the Centre County Correctional Facility webpage for visitors to view. Inmates are permitted a one hour visit per week and one extra visit per month during any week, depending on custody status. The Centre County Correctional Facility also has a suitable room designed for structured parent – child contact visitation. Attorneys, clergy, law enforcement, or other professional visitors have the ability to have private conversations during visits. The Warden may approve special visits.

### 13. Telephone Communications

The written local policy and the Inmate Handbook outline the inmate telephone procedures to include: hours of use, limitations on calls, monitoring of telephone conversations, and restrictions necessary to maintain the security of the facility. These procedures are posted in the lobby area.

The Centre County Correctional Facility utilizes Global Tel\*Link as the contracted provider for the inmate telephone service. Inmates have access to the phone system on their housing unit during out-of-cell time, seven days per week. Inmates and the public are notified that all telephone conversations are recorded. Each inmate is provided a telephone ID number at the time of commitment, which will allow the inmate access to the inmate telephone system. All calls are made on a collect basis or pre-paid system.

### 14. Inmate Mail

The written local policy and the Inmate Handbook describe the procedures used for inmate mail to include the sending/receipt of mail process and any restrictions that may be placed on an inmate to ensure the safety of the facility. All mail is logged in the Offender Management System. Regular incoming inmate mail is opened and checked for contraband and outgoing mail is checked by authority of the Warden or designee if there is suspicion. Legal mail is opened in the presence of the inmate.

### 15. Work Programs

The written local policy identifies available institutional jobs. Policy prohibits staff from using their official position to secure privileges. Policy defines requirements for inmate participation, compensation, and orientation procedures. The facility provides inmates jobs through select support area roles: food service, hygiene/sanitation, laundry, maintenance, and general unit workers with compensation. The work release and community service programs are provided for those inmates that are eligible.

### 16. Access to Legal Services

The written local policy and the Inmate Handbook describe the procedures for inmates to obtain access to legal material and a means of assistance for inmate(s) that do not speak English. The Centre County Correctional Facility uses LexisNexis as its electronic law resource provider. There are terminals located on every housing unit.

## 17. Religion

The written local policy and the Inmate Handbook include the procedures for inmates to seek religious services, the possession of religious objects, special religious foods/diets, and procedures for accommodating inmate requests for these practices. Each inmate is allowed to satisfy the needs of his or her religious life consistent with the orderly administration of the facility.

Religious programming and activities are conducted by community volunteers who are approved by the Centre County Correctional Facility Administration. The Director of Treatment Services is responsible for overseeing the scheduling and coordination of all religious programs provided by community volunteers. The Centre County Correctional Facility reports a collective average of 40 hours of religious programming per week.

## 18. Recreation

The written local policy directs procedures for indoor and outdoor activities including at least two hours of outside recreation daily, weather permitting, for general population inmates. The facility's recreational programming is segregated by inmate populations requiring appropriate security measures. Inmates in disciplinary status and segregation are afforded at least one hour of recreation five days per week.

The Inspector observed that each housing unit had access to their own secured urban recreation yard for outdoor recreation. The urban recreational yards are fully enclosed with large garage style rolling doors that can be opened or closed to allow fresh air and natural light weather permitting. The facility appeared to have a variety of reading and instructional materials that were available to the inmates on each block. Block activities include television, reading books, playing cards, and board games.

## 19. Commissary / Other Funds

The written local policy and the Inmate Handbook identify the commissary procedures. Commissary items are available to inmates through a contracted vendor, Keefe Commissary. Policy requires an annual audit of commissary, inmate accounts, inmate telephone system, and the work release program. Annual audit letters were observed.

## 20. Inmate Discipline

The written local policy and the Inmate Handbook describe the inmate rules and disciplinary procedures. These procedures include details regarding the rules, criminal offenses, disciplinary reports, prehearing actions, prehearing detention, appeal process, and major/minor infractions. Findings of major infractions are made part of the inmate's permanent file. The policy states that inmates will be free from cruel and unusual punishment as required by Title 37, Chapter 95. When an inmate in disciplinary status is deprived of any usually authorized items or activity a report of the action is to be made to the administrator. All inmates receive an orientation upon admission in which the rules and expectations are thoroughly explained, as well as the consequences of noncompliance.

## *Centre County Correctional Facility 2016 Inspection Report*

The disciplinary procedure provides clear notice of prohibited behavior, outlines a hearing process, sanctions for violations of rules and regulations, and an appeals process. The documentation for misconducts including those found guilty, not guilty, and appeals were observed.

### 21. Security

The written local policies identify the security measures and procedures required by Title 37, Chapter 95. The security measures include: staffing analysis, post assignments, prohibition of inmate authority over other inmates, operation of a 24-hour control center, and monthly Administration visits to the facility's living and activities areas. The Deputy Warden conducts an annual staffing analysis identifying the staffing allotment and post assignments necessary to safely operate the facility, including calculation of relief factors for each classification of staff that is assigned to relieve posts or positions. Support documentation of the staffing analysis review by the Warden and Administration visits were observed. The control center is staffed 24 hours per day. This post is tasked with monitoring and operating various electronic doors in the facility and monitoring the video camera system.

The written local policies are in compliance with Title 37, Chapter 95 for the use of force and staff training in the use of force, armory procedures, and secure storage arrangements for the required security equipment. Support documentation for staff training records was reviewed, and the Inspector observed the storage arrangements of the security equipment.

The written local policies/procedures comply with Title 37, Chapter 95 requirements for emergency plans and staff training of emergency plans, key control, searches, tool/equipment control, inmate count control, and inmate transportation procedures. The support documentation for key control, searches, inmate count, tool control, and staff trainings were observed during the physical inspection.

The Inspector observed key and tool/equipment storage and control practices to be in compliance with Title 37, Chapter 95 while conducting the physical tour of the facility. Key accountability is maintained through the KeyWatcher secure electronic system that requires a staff member's security code to release keys authorized for that individual. All usage of the keys is tracked and recorded electronically by the secure unit. Emergency type keys in locations outside of the KeyWatcher unit are logged out and in with the assigned staff to identify the possessor until the key is returned. The Centre County Correctional Facility utilizes county maintenance staff assigned to the facility and does not permit inmates unsupervised access to the maintenance room or restricted tools/equipment. All tools are logged out and in with the assigned staff to identify the possessor until the tool is returned.

### 22. Statistical Information Reporting

The written local policy outlines the procedures for reporting the monthly facility population, monthly extraordinary occurrences, the annual General Information Report, and the procedures for transfer of documentation for inmates committed to the custody of the Department. The annual General Information Report was properly submitted. The monthly Extraordinary Occurrence Reports have been submitted in a timely manner.

## 23. Treatment Services

The written local policy outlines the treatment programs and these procedures/requirements within the programs. The requirements include the designation of treatment services, what treatment services are provided, who is responsible for each, and that a record of screenings be kept as part of the permanent facility document. The policy contains the required treatment services for education, social services, alcohol/other drugs, and counseling services. Policy language was observed for mental health procedures, inmates' right to refuse treatment and that there will be no discrimination for treatment services.

Centre County Correctional Facility offers drug and alcohol programs to include: PRIDE Program (male) and CHOICES Program (female) with drug and alcohol educational modules provided by Centre County Correctional Facility staff, Out Patient Drug and Alcohol Group, and DUI Court Drug and Alcohol Group provided by Crossroads Counseling. Celebrate Recovery, Life Recovery, and Alcoholics Anonymous and Narcotics Anonymous are provided by community volunteers.

Centre County Correctional Facility provides Act 30 programing (High School Diploma), General Education Development (GED), and WorkKeys Program with vocational modules conducted by the Central Intermediate Unit #10. Additionally, the Nutrition Links program with vocational modules is provided by Penn State Cooperative, and a Creative Writing Class is provided by Penn State University.

Centre County Correctional Facility offers social service programs to include: PRIDE Program and CHOICES Program with job skills and parenting skills modules provided by Centre County Correctional Facility staff, WorkKeys Program with reentry modules is conducted by the Central Intermediate Unit #10, and Nutrition Links with reentry modules program is provided by Penn State Cooperative.

Centre County Correctional Facility offers counseling programs to include: PRIDE Program and CHOICES Program with one-on-one and group counseling modules provided by Centre County Correctional Facility staff, mental health counseling provided by Centre County Mental Health and Intellectual Disability (MHID), mental health individual counseling provided by the Penn State Psych Clinic, and Domestic Violence Counseling provided by Centre County Women's Resource Center and Centre County Correctional Facility staff.

The Inspector observed treatment services to be in compliance with the Title 37, Chapter 95 requirements.

## 24. Incoming Publications

The written local policy and Inmate Handbook provide that inmates may receive books and magazines that come directly from the publisher. A procedure for receiving/reviewing incoming publications was observed. Obscene, pornographic, and any materials deemed to pose a security risk to the institution are not permitted. The Warden or designee may

review any publication that is or may be deemed a threat to the orderly and secure running of the facility. The inmates have access to a small library on each block for recreational and instructional reading. There is a larger supply of stored reading materials that is used for scheduled rotation throughout the facility.

## **25. Deaths / Sexual Assaults**

The written local policy identifies the procedures applicable in the event of a death of an inmate, facility employee, volunteer, contractor or visitor. These procedures include the notification of appropriate medical personnel, law enforcement, the coroner, and designated facility administrators. The Shift Commander will immediately contact the Centre County Public Safety Center to request emergency services. The Pennsylvania State Police and the Centre County Coroner will initiate an investigation of all inmate, employee, volunteer, contractor or visitor deaths occurring in the facility or while in the custody of facility staff. The Warden or designee will provide any required documentation to the governing county prison authority, the Pennsylvania Department of Corrections, and the United States Department of Justice.

The written local procedures outline what staff should do in the event of allegations of sexual assault/sexual assault occurring within the facility, on facility property, or while an inmate is in the custody of facility staff. The Internal Security Lieutenant and/or Shift Commander will immediately direct an investigation of all allegations of sexual assault, notify the Pennsylvania State Police, and coordinate all investigation efforts. The Warden will provide any required documentation to the governing county prison authority, and the Prison Rape Elimination Act Coordinator will provide required documentation to the Pennsylvania Department of Corrections and to the United States Department of Justice.

## **26. Notifications**

The written local policy contains notification procedures in the event of an inmate's death, serious illness or serious injury. Official notification procedures in the event of an inmate's death are identified in the section above. The on-call Administrator will ensure that the inmate's emergency contact is notified in the event of his/her death, serious illness or serious injury; and a counselor or the Shift Commander will notify an inmate in the case of the inmate's immediate family member's death, serious illness or serious injury.

The facility will notify the appropriate crime victims and witnesses when inmates are considered for community activity, release, transfer, or if one of these events has been approved. The process for this notification is through the Pennsylvania Statewide Automated Victim Information and Notification system known as SAVIN, which is a 24-hour automated service that keeps victims up to date on the custody status of their offender.

## **27. Sanitation, Maintenance, Safety**

The written local policy describes the requirements to ensure that the facility adheres to applicable Department of Labor & Industry regulations regarding sanitation, maintenance and safety inspections. This policy addresses sanitation and housekeeping, control of

## *Centre County Correctional Facility 2016 Inspection Report*

vermin/pests, documenting sanitation inspections, preventive maintenance, inventory/control of toxic substances, handling of blood-borne pathogens, maintaining safe and clean support areas, required licenses or documentation for facility compliance with applicable building code/safety codes, and documentation for emergency power back-up testing.

The maintenance needs of the facility are provided by Centre County staff, and contracted vendors where required. The Inspector observed conditions during the tour of the physical plant that showed evidence of compliance with preventive maintenance and routine housekeeping as required by Title 37, Chapter 95.

The written local policy identifies a fire emergency/evacuation plan, annual review of this plan, response procedures, staff training requirements, annual fire drills, and annual documentation for inspection/testing/certification of the fire detectors/smoke alarms and panels, and firefighting equipment. The annual documentation of fire drills and maintenance on the fire safety system was observed. The required code compliance and equipment certification were observed.

### **F. Exit Discussion**

An exit interview was held with Warden Richard C. Smith, Deputy Warden Melanie Gordon, Deputy Warden Joseph Koleno, and Director of Treatment Services Jeffrey Hite. The review of policies/procedures and physical tour of the facility were discussed. The individual findings were reviewed with those attending the exit discussion. Director Greishaw explained the preliminary findings and reporting requirements that would follow the inspection. All staff were thanked for their consideration and preparation for the compliance process.

The overall operations of the Centre County Correctional Facility are in full compliance with the requirements of Title 37, Chapter 95 as of the date of this report.